

UNITED STATES GOVERNMENT

# Memorandum

TO : Records Administration Officer

DATE: 12 April 1965

FROM : OTR/Area Records Officer

SUBJECT: Elimination of Inactive Records

REF : HN ☐ dated 24 February 1965, subject as above

1. In OTR, as in many other offices, we have a continuing need to purge our records as they become outdated. In addition to this normal purging, we can multiply this by twenty to thirty or more times because of student kit material, reading material, etc.

2. In reviewing the Records Control Schedule, eight components had twenty-two changes; eight were reduction in retention period, ten were deletion of files, one was destruction in current filing area instead of transferring to Records Center, one was an extension of holding time, and two were transfers of files between components.

☐ Record Control Schedule was completed during this fiscal year. A total of 1022.9 cubic feet of records were destroyed during the first nine months of the current fiscal year. Records destroyed at Headquarters 561 cubic feet with 461.9 cubic feet destroyed at

☐ During this same period, 48 cubic feet were transferred to the Records Center.

3. In reviewing the Records Control Schedule, the following changes have been made:

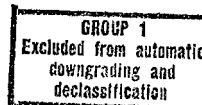
a. DTR

Reduced Subject File (1100.1) retention in Office  
✓ from 2 years to 1 year.

b. Plans and Policy Staff

Reduced Staff Subject Files (1110.1b) from destroy  
✓ in 2 years to 1 year. These records are not the important records but are of value of a short duration.

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c. Support Staff, Personnel Branch

- (1) Dropped the use of the Employee Record Card (OF-4b) (1121.3a) as a ready reference. This record is now maintained by posting to the current T/O Listing (1121.3b)
- (2) Reduced Communications Control Files (1121.5a and 1121.5b) destruction period  
✓ from 1 year to 6 months.

d. Support Staff, Supply and Services Branch

- (1) Change made to have Subject File (1122.1) destroyed in current filing area instead of being sent to the Records Center. This volume is small and it is not worth the paperwork and packing necessary to send this material to the Records Center.
- (2) Changed retention period of TS Control Files (1122.3c) from Disposal not authorized to destroy 10 years after documents shown on forms are downgraded, transferred to Records Center, destroyed, or sent outside of control point.
- (3) Items 1122.6 and 1122.7 were rewritten to comply with HHB ☐ Headquarters Property Accounting Procedures (Type II Accountable Activities). The new item numbers are 1122.6 and 1122.13.

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e. Support Staff, Budget and Fiscal Branch

- (1) Reduced retention period of Budget File (Estimates from Schools and Staffs) (1123.2a) ✓ from 5 years to 3 years.
- (2) Reduced retention period for Budget File (Work Papers) (1123.2c) from 5 years to  
✓ 3 years.
- (3) Deleted Language Awards File (1123.10), no  
✓ longer maintained.
- (4) Deleted Overtime Request File (1123.14), no  
✓ longer maintained.

- (5) Deleted Allotment Ledger File (1123.17), no  
✓ longer maintained.

f. Support Staff, ISB, Visual Aids

Dropped Job Order File (1124b.4) from Schedule.  
✓ File no longer used.

g. Support Staff, Area Records Officer

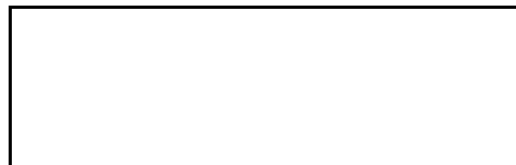
- (1) Transferred Reproduction Requisition File (1126.4) to 1122.15 and Reproduction Plate File (1126.5) to 1126.16. These files are now in Support Staff, Supply and Services Branch.

- (2) There is no need to keep a positive photo copy of the Studies in Intelligence at the  
✓ Records Center in the future. Those on hand were destroyed. Plans were made not to send them from PSD/OL in the future. This photo copy was a by-product in the photo-printing process. Articles from the Studies can be reproduced now in a cheaper manner.

h. Registrar Staff

- (1) Student Training Cards (1150.2a and 1150.2b)  
✓ are no longer maintained and were destroyed.
- (2) Reduced holding period on Request for Internal Training (1150.4), Form 73, from 1 year to 6 months.
- (3) We will recommend that the OTR Course File (1150.6) (Rosters and Class Schedules) be kept permanently.
- (4) Deleted Language Awards Transmittal Lists (1150.14d), no longer used.
- (5) Deleted Badge Card File (1150.15), no longer maintained.

FOR THE DIRECTOR OF TRAINING



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